



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time, exempt position of:

Residential Field Manager / Assistant Assessor Assessor's Office

Starting Salary Range: \$67,882 - \$76,723
Excellent Benefits Package

<p>The <u>REQUIRED</u> Town of Lexington application form must be received in the Town's Human Resource Department by Friday, September 25, 2015</p>

GENERAL SUMMARY:

Reporting to the Director of Assessing, the Residential Field Manager / Assistant Assessor will assist in determining the valuation of all Residential Town Property using mass appraisal techniques; will assist in the defense of such assessed values; and will help improve related processes, valuation models, and record keeping.

ESSENTIAL JOB FUNCTIONS:

- ◆ Assists Director of Assessing in valuing all Residential Town property for triennial MA Dept. of Revenue (DOR) certification, and interim year revaluations.
- ◆ Oversees the work of two (2) FTE Residential Analyst/Inspectors.
- ◆ Assists the Director of Assessing in the determination and defense of Exempt Property, Chapter Land and Personal Property values.
- ◆ Participates in the maintenance, correction, and update of information in Town's computer assisted mass appraisal (CAMA) systems (for Real Estate and Personal Property), and various other electronic databases. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
- ◆ Handles department-related sensitive and/or confidential information including: municipal bid documents, litigation-related documents, and other confidential data.

- ◆ Assists in various Assessing office functions including: MV Excise abatement processing, Deed Transfers, Lot Splits & Combinations, determination of eligibility for statutory property tax Exemptions, Community Preservation Act (CPA) surcharges, and Tax Deferrals.
- ◆ Responds to valuation-oriented inquiries from the public, and manages related communications received by email, phone, and in person; occasionally addressing groups.
- ◆ As assigned, meets with property owners, private appraisers, professional property managers, attorneys, assessors, tax representatives, and others regarding property values. As assigned, communicates with outside organizations and other Town departments to gather additional information.
- ◆ Performs Quality Assurance / Quality Control review of all residential property fieldwork, data entry, and reporting performed by town staff and contractors.
- ◆ Individually, and as part of a team, conducts physical field work such as inspections of properties to collect and verify property data necessary for determining full and fair value for all property types to insure compliance with requirements of the Department of Revenue.
- ◆ As assigned, responds to abatement applications and valuation complaints; defends “mass appraisal” generated assessments by using comparable sales adjustments and/or by arguments at Appellate Tax Board court using “fee appraisal” methodologies. Refers unresolved matters to Director of Assessing. As requested, attends Board of Assessors’ meetings throughout the year.
- ◆ Generates computer reports to assist in the statistical analysis of assessment values, land valuations, sales ratio studies, etc. Prepares valuation summaries and spreadsheet analyses for review by Director of Assessing.
- ◆ Assists Director of Assessing in maintenance of property records and preparation of various reports as required by Town and State officials, including annual new growth report for residential properties, as well as various portions of the annual Town tax classification packet for presentation to the Board of Selectmen.
- ◆ Maintains awareness of current real estate trends to assist in establishing appropriate market values. Follows rulings of the Appellate Tax Board for insight into property values and recent case law that impacts values.
- ◆ Provides coverage at the public counter to respond to taxpayer requests on valuation, and non-valuation matters as needed, and performs other typical office duties as required.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.

SUPERVISORY RESPONSIBILITY:

- ◆ Direct supervision of two (2) FTE Residential Analyst and Inspector positions.

MINIMUM EDUCATION & EXPERIENCE:

Bachelor's degree preferably in Economics, Business, Accounting, Public Administration, or a related field, or equivalent work experience; with a minimum of seven (7) years of increasingly responsible experience in property analysis. However, candidates must be willing and able to obtain Massachusetts Accredited Assessor (MAA) designation within 60 months of hiring.

LICENSING, DESIGNATIONS, & ADVANCED EDUCATION

Professional real estate oriented state licenses, especially MAA, and other designations are highly desirable, although not required.

Must possess valid Massachusetts State driver's license.

QUALIFICATIONS:

Knowledge of:

- ◆ Municipal operations that support and/or rely on assessing functions and data.
- ◆ Operations, responsibilities, and rationale of a tax assessment program.
- ◆ Fundamentals of Computer Assisted Mass Appraisal (CAMA) systems, particularly with Vision Appraisal software.
- ◆ Fundamentals of Geographic Information Systems (GIS).
- ◆ General knowledge of mapping, land surveying, and building zone concepts.
- ◆ Awareness of applicable Federal, State and local laws, codes, and regulations.
- ◆ Has general knowledge of various Assessing office functions including: MV Excise abatement processing, Deed Transfers, Lot Splits & Combinations, Statutory Property Tax Exemptions, Community Preservation Act (CPA) surcharges, and Tax Deferral.

Ability to:

- ◆ Exercises good independent judgment and builds efficiency into existing activities.
- ◆ Communicate clearly, both orally and in writing.
- ◆ Demonstrate proficiency with Microsoft Excel, Outlook, and Word, or equivalent programs.
- ◆ Display courtesy, patience, tact, and maintain cooperative spirit with the taxpaying public and others.
- ◆ Interpret and explain State laws and Town policies related to valuation and taxation.
- ◆ Prepare concise written reports.
- ◆ Perform a variety of complex tasks, often under deadline pressures.
- ◆ Learn to operate software necessary to perform assigned duties.

WORKING CONDITIONS & PHYSICAL DEMANDS:

This position will involve work done indoors and outdoors.

Indoor work will be performed in a standard office environment, not subject to extreme variations of temperature, lighting, noise, odors, etc. Must be able to operate computer, printer, photocopier, and other basic office equipment.

Outdoor work is required in the process of inspecting properties and conducting other property analysis. Outdoor work required in all weather conditions and should expect to be subject to minor construction hazards and some slippery yards terrain.

Frequently required to walk, stand, climb, bend, reach, and lift 10 lb. objects. Must operate digital camera, measuring tape/wheel, electronic tablet data collection, and other field equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing: jobs@lexingtonma.gov, calling: (781) 698-4593, or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

<p>Application must be received in the Town's Human Resource Department by Friday, September 25, 2015</p>
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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interests of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4593
